

**DEPARTMENT OF ENERGY**  
**INDUSTRIAL HYGIENE COORDINATING COMMITTEE**  
**TOPICAL COMMITTEE CHARTER**

**1.0 PURPOSE**

This charter describes the goals, function and scope of activities of the Department of Energy (DOE) Industrial Hygiene Coordinating Committee (IHCC). The IHCC serves as an efficient mechanism for communication and coordination on industrial hygiene issues and activities across the DOE Complex. It provides input into DOE worker protection policy and the development of technical guidance, and promotes industrial hygiene program excellence. In addition, the IHCC serves as a DOE Topical Committee, providing technical advice and support on industrial hygiene standards issues to the DOE Technical Standards Program (TSP).

**2.0 BACKGROUND**

The department places high priority on achieving excellence in DOE and DOE contractor worker protection programs. In support of this priority, DOE established the IHCC in 1992 to facilitate and promote the communication and coordination of intra departmental industrial hygiene program activities, and to serve as a recognized body with professional expertise to provide policy and technical input on DOE worker protection issues. The IHCC promotes the development of technical standards and guidance, the sharing of lessons learned, professional development and education, technical program excellence, and the integration of worker protection into all DOE work activities and management programs.

**3.0 FUNCTION AND ACTIVITIES**

The DOE IHCC functions as a vehicle and technical resource to help guide DOE worker protection policy, facilitate intra departmental communications, coordinate program activities, promote technical and professional excellence, and address current and emerging industrial hygiene needs and issues. In fulfillment of this mission and in support of the TSP, the IHCC will perform the following activities:

- 3.1 Serve as the DOE focal point for industrial hygiene technical standards issues.
- 3.2 Provide input and support to the DOE in the development of departmental industrial hygiene policy, guidance and technical standards.
- 3.3 Provide support to the DOE Technical Standards Program Office (TSPO) in the development of industrial hygiene standards, and provide assistance to the Office of Primary Interest with coordination of newly-published standards.
- 3.4 Assist the TSPO define the DOE-wide position on draft DOE, non-DOE government, and non-governmental consensus industrial hygiene standards published or in comment coordination.
- 3.5 Interface with non-DOE standards development bodies (e.g., OSHA, NIOSH, ACGIH, AIHA, ANSI) on activities and initiatives which may impact industrial hygiene or occupational health in DOE. This may include review and comment on proposed/draft regulations, standards, policies and guidelines published by these organizations, as well as direct participation in related activities, as appropriate and feasible.

- 3.6 Assist DOE in identifying needs, priorities and actions for the consistent and appropriate implementation of DOE industrial hygiene policies, guidance and standards.
- 3.7 Promote DOE-wide best practices in industrial hygiene programs, technologies and standards.
- 3.8 Recognize the contributions and high standards of professionalism, ethics, leadership and technical excellence of current or former DOE industrial hygienists through the annual sponsorship of the DOE Industrial Hygiene Award ("Don Ross Award").
- 3.9 Act in the capacity of a TSP topical committee to the TSPO for industrial hygiene and related issues. It will coordinate with and promote cooperation among other TSP topical committees in areas of common interest.
- 3.10 Participate with representatives of other DOE topical committees and the TSP manager to establish guidance and protocols for topical committee operations under the TSP.

#### **4.0 MEMBERSHIP**

- 4.1 DOE IHCC membership is limited to Federal personnel and consists of one individual appointed by each secretarial officer (PSO) and operations office manager, and by managers of other field organizations (e.g., Power Marketing Administrations, Energy Technology Centers). Each organization will also designate an alternate member to participate in committee meetings in the absence of the respective member. Members will have key industrial hygiene roles and responsibilities within their respective organizations, typically involving directing, managing and/or overseeing industrial hygiene programs.
- 4.2 The IHCC is governed by a Chair, with assistance of a Chair-elect. The Chair and Chair-elect are elected annually by the membership. The Chair and Chair-elect serve one-year terms, with the Chair-elect succeeding the Chair at the end of the Chair's term.
- 4.3 The IHCC may form subcommittees, as necessary and appropriate, to address specific issues and committee needs. Subcommittee shall consist of members with experience, subject matter expertise and/or interest in the specific function of the subcommittee.
- 4.4 Members (or in their absence, alternates) vote on committee resolutions; votes will be tabulated and results documented by the Chair. A simple majority approval of members is required for passage of an issue.

#### **5.0 SPONSORSHIP**

The IHCC, as a standing topical committee sponsored by the DOE Technical Standards Program, is governed by the following principles of operation:

- 5.1 Openness: Participation in committee standards development process will be open to input from persons or organizations who are directly and materially affected by the activity in question.
- 5.2 Balance of Interests: Any standards development activities undertaken by the committee will ensure representation of all categories of interest that relate to the subject matter, to the extent feasible.

- 5.3 Due Process: The committee will ensure that any individual or organization within DOE who believes that an action or inaction of the committee causes unreasonable hardship or potential harm is provided the opportunity to have a fair hearing of his/her concerns.
- 5.4 Reporting: The committee will report on industrial hygiene standards-related activities to the DOE TSPO on a frequency that is appropriate to the activity and consistent with the needs of the TSPO.
- 5.5 Sunset Review: The committee will continue to serve as a DOE Topical Committee through December 31, 2000. Prior to this date, the committee will reevaluate its continuing usefulness in this capacity; by vote of the committee, and with concurrence of the TSPO, the Topical Committee Charter may be renewed for another 2-year period.

## **6.0 MEETINGS AND ADMINISTRATIVE PROCEDURES**

- 6.1 The Chair will schedule and arrange for formal meetings at least semi-annually. Special meetings, including conference calls, will be held as needed to address specific issues or topics.
- 6.2 The Chair will distribute an agenda to all members prior to scheduled meetings; meeting minutes will be prepared and distributed to all members in a timely manner. Meeting minutes, subject to approval by the committee, shall reflect the official record of the meeting, i.e., date; time; members, alternates, and guests present; official business conducted; resolutions proposed and the results of any votes taken on same; etc.
- 6.3 Meeting locations will be determined by a vote of the membership; logistical arrangements for meetings will be made by the host site/organization.

This Charter was adopted by the IHCC on (Date) \_\_\_\_\_.

Approved by the DOE Technical Standards Program Office

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Richard, J. Serbu, TSP Manager